



Office of the Chief
Records Officer for the
U.S. Government

Sent Via Email. No Hard Copy to Follow.

July 21, 2025

Stephanie K. Bartolowits
Agency Records Officer
Department of Defense
National Security Agency
Central Security Service
Suite 6884
9800 Savage Road
Ft. Meade MD 20755-6248

Dear Ms. Bartolowits:

The National Archives and Records Administration (NARA) received an allegation of unauthorized disposition of records from the Department of Defense (DOD), National Security Agency/Central Security Service (NSA/CSS). This allegation indicates that the NSA improperly disposed of agency records responsive to an April 2025 Freedom of Information Act (FOIA) request which sought information the requester submitted in 2019 using the “Contact Us” feature on the NSA’s website.

On July 9, 2025, the NSA reviewed this allegation and communicated with NARA that no unauthorized disposition had occurred. The records schedule that applies to records submitted through NSA’s Public Affairs (Contact Us) web portal is GRS 6.4, item 020, Public correspondence and communication not requiring formal action. These records are temporary with a 90-day retention period (DAA-GRS-2016-0005-0002).

NARA acknowledges that since the requester submitted their FOIA request after the 90-day retention period, no responsive records were located because the record in question had already been destroyed in accordance with GRS 6.4, item 020.

Based on this information, the reporting requirements of 36 CFR 1230.14(a) have been met and NARA considers this matter closed. I appreciate your attention to this matter. If you have any

questions or wish to discuss this further, please contact the Records Management Oversight and Reporting Program by email at UnauthorizedDisposition@nara.gov.

Sincerely,

A handwritten signature in black ink that reads "William Fischer". The script is cursive and fluid, with the first name "William" and last name "Fischer" clearly legible.

WILLIAM FISCHER
Chief Records Officer
for the U.S. Government (Acting)